

PRODUCTION WORKSHEET

MENU

CYCLE/MENU NUMBER _____

WEEK/DAY _____

				FORECAST	ACTUAL PARTICIPATION

Section: A		B Number of Servings Planned For Each Group portions/ozs./1/4 cups			C Total Number Servings Planned portions/ozs./ 1/4 cups	*D Number of Servings per Purchase Unit (C ÷ D)	E Total Amount to Prepare	F Notes	
Menu Item	Serving Size	Group	Group	Adults	Add columns in section B to determine total number servings.	Divide the total number of servings planned (section C) by the number of servings per purchase unit (section D).		Served	Leftover (Code)
Other Comments/Special Instructions:						Leftover codes F - Freezer C - Cooler W - Waste R - Returned *optional: section D can be used to determine the total amount to prepare in section E using the FBG if needed.			